



Job Description

ASSESSMENT & COLLEGE/CAREER COORDINATOR

Reports To: Principal/Assistant Principal
FLSA Status: Non-Exempt

JOB SUMMARY

The Assessment and College/Career Coordinator works with the high school staff to provide career-based learning opportunities for all students; and supports high school students applying for college entrance, career planning and other post high school options. This position also coordinates schoolwide and small group testing and trains proctors in the administration of standardized tests such as Pre-ACT, ACT, AP, STAMP, OAKS, and OSAS/SBAC.

Responsibilities include the promotion, organization, implementation, and evaluation of career-based experiences and other related duties for students in Grades 9 – 12. The College and Career Coordinator will work with various businesses in the community to develop opportunities for students to obtain information and experiences about business operations and careers. The College and Career Coordinator also works with the high school staff to provide the promotion of college and post-secondary learning opportunities for all students. Responsibilities include organization of promotional events and visits along with financial workshops and placement testing.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Develop and maintain system framework for College and Career Exploration program for Grades 9 – 12.
2. Develop and maintain a system framework for Work-Based Learning Programs, which includes assigning students credit for these experiences.
3. Develop and maintain partnerships with business and community members; solicit and recruit participation of new partners, including alumni and diverse groups.
4. Develop and coordinate college events such as information nights, visitations, and financial aid workshops.
5. Coordinate and assign credit to students for outside/proficiency based opportunities
6. Develop relationships and partner programs with local community colleges
7. Manage the staffing and volunteers in the Career/College Center
8. Coordinate company visits, mock interviews and job shadows in support of the schools career exploration program
9. Serve as liaison for CIS (Career Information Systems), Naviance, or other Career Exploration programs
10. Coordinate and maintain parent and community communication regarding career education utilizing the St. Helens High School web and the principal's newsletter

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11. Develop marketing materials, brochures, presentations and forms for various programs including business and education partnerships.
12. Coordinate data collection relevant to student experiences Grades 9 – 12 and post-high school.
13. Coordinate and supervise summer internships for students
14. Serves as the Campus Testing Coordinator and coordinates the planning and administration of the statewide assessment programs (Pre-ACT, ACT, AP, STAMP, OAKS, and OSAS/SBAC), including training of campus test administrators, ordering materials, preparing testing rooms and test booklets, verifying program coding and answer documents, managing online testing sessions and maintaining proper documentation.
15. Works cooperatively with campus leadership to develop plans and logistics of all aspects of campus assessment programs.
16. Stays current in testing procedures and requirements by attending all district training.
17. Serves as the campus coordinator for all local assessments.
18. Responsible for receipt, proper use, and return of all testing materials according to state and district guidelines.
19. Delivers training and provides technical support related to testing requirements for campus staff including test administrators.
20. Ensures that appropriate testing procedures are in place and carried out according to state law and district requirements.
21. On test days, oversees and monitors the secure administration of assessments and responds promptly to needs and issues if/when they arise.
22. Maintains complete and accurate listings of all students needing optional testing procedures and accommodations through collaboration with Special Education, 504, Dyslexia, LPAC, and other staff members.
23. Oversees the receipt, distribution, proper filing, and storage of student test results and campus reports.
24. Communicates with parents and students regarding remediation and retesting opportunities.
25. Serves as the campus liaison to the District Testing Coordinator.

MARGINAL DUTIES AND RESPONSIBILITIES

Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Attend meetings as directed by Principal
2. Provide student supervision, as needed.
3. Other responsibilities as assigned.

SUPERVISORY RESPONSIBILITIES

All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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1. Prior experience with a high school career exploration and/or assessment program
 2. Prior experience with a college promotion and financial aid assistance program
 3. Prior experience with the Oregon Personalized Learning Diploma requirements
 4. Knowledge and a vision for the implementation of the 40-40-20 plan
 5. Effective communication skills requiring frequent contact with the public
 6. Experience working with grant funded programs i.e. Perkins Grant
 7. Skill in computer operations and use of programs involving word processing, Excel, Power Point, etc.
 8. Proficient in web design
 9. Energetic and self directed
 10. Proficient organizational skills
 11. Ability to work cooperatively and collaboratively with staff and students
 12. Attention to detail and follow through
 13. Ability to maintain confidentiality and high degree of integrity
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SALARY

As negotiated in the OSEA agreement.

EVALUATION

As negotiated in the OSEA agreement.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear; use hands for fine manipulation, handle or feel and reach with hands and arms. The employee is frequently required to walk, sit and stand. The employee is occasionally required to stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus and peripheral vision.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment combines standard office settings including standard office equipment (fax, copier, phone, computer, etc.) with the standard school setting. The noise level in the work environment is usually low to moderate, but occasionally high. Employees may be exposed to bloodborne pathogens.

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OTHER

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

Prepared By: St. Helens SD

Prepared Date: 2023

I have read and understand this job description.

Signature: _____ **Date:** _____